

### Agency Pre-Retirement Program

1. The Career Council, in the late summer of 1959, approved a proposal that the Agency establish a retirement board as a first step toward meeting its responsibility to the people in the Agency "who face retirement and need help in making their plans in a purposeful way." On 5 January 1960, Agency Notice  Civil Service Retirement, Agency Retirement Board, was issued over the signature of the Director of Central Intelligence. This Notice outlined the responsibilities of the Retirement Board as follows: "to expand the retirement program within the Agency to include:

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- a. The counseling of all employees who have reached voluntary retirement age and those who are about to reach that age concerning their accrued benefits, privileges, and obligations.
- b. Discussion with the employee of his plans to retire.
- c. The systematic review of the retirement plans of each such employee."

The Board was instructed "to act on the understanding that it is the practice in this Agency that an employee will normally retire when he becomes eligible for retirement unless he is asked to remain in service."

2. The activity resulting from this Notice immediately focused attention on the need for pre-retirement planning on the part of the employee and counseling as a service of the Agency. It was decided that CIA should think in terms of an eventual ten-year planning period starting at age 50 with priority attention directed toward employees eligible for optional retirement (age 60 with 30-years' service and 62 with 5 or more) within the next five years. Varied approaches and techniques are being used throughout government and private industry to provide this service. This Agency, after study and participation in other programs, is using the individual personalized counseling method which postpones the group meeting seminars and lecture periods until employees with similar interests and problems can be grouped for productive sessions. The basic objectives

of this program can be stated as follows: (1) The Agency has a responsibility for informing employees of the Agency and Civil Service policies with respect to retirement and about the benefits and services to which they are entitled, carrying out the provisions of  for only a part of the over-all program; (2) The Agency must exert an effort to lessen the anxiety of our people who are facing a new future by constructive planning and by providing information and understanding of what retirement means to the average individual.

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3. Since May of this year, major components and Heads of Career Services have received reports from the Office of Personnel listing the names of their personnel who will be eligible for optional retirement in the next few years. Supervisors are cooperating in the program by discussing the matter with their people, encouraging them to follow through with the Agency program and more specifically, to arrange for an interview with the Executive Secretary of the Retirement Board who at the moment is performing this counseling service. General reaction to the program is good. Most people are pleased that the Agency is giving them this attention. Early interviews definitely tend to soften resentment towards retirement if such exists and causes people to think, plan and face up to retirement status regardless of when it becomes effective.